



CHAPTER 11

MS – PowerPoint Basics

11. MS PowerPoint Basics

11.1 Introduction to MS PowerPoint

Microsoft Office PowerPoint 2010 is a program that enables you to create effective slide-show presentations. The PowerPoint application has expanded graphics and formatting capabilities, making it easier to create, view, and present slide shows that combine shapes, text, graphs, pictures, animation, charts, videos, and much more. It is powerful tool to create dynamic presentations that include video, images and notes.

Starting PowerPoint Application

When you start PowerPoint, it opens in Normal view, where you create and work on slides. Major components of the GUI beside the common component of all the Office applications are listed as follows:-

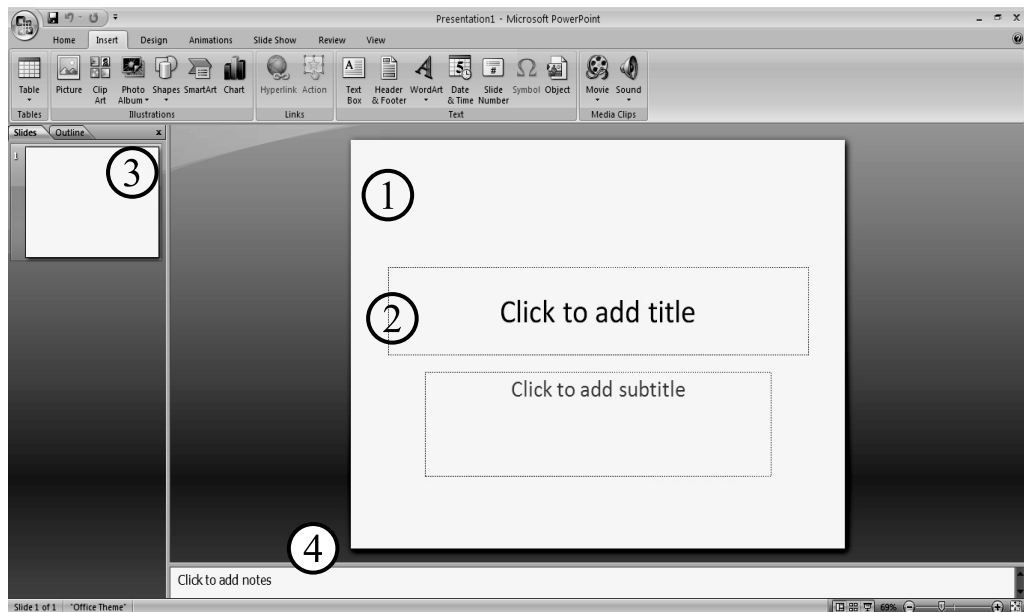


Figure 11.1: - PowerPoint 2010 GUI

By default, PowerPoint 2010 applies the Blank Presentation template, which appears in the preceding illustration, to new presentations. Blank Presentation is a good template to use when you first start working with PowerPoint because it is straightforward and can be adapted to many presentation types.

- In the **Slides body**, you can work directly on individual slides.
- Dotted borders identify **placeholders**, where you can type text or insert pictures, charts, and other objects.
- The **Slides/Outline** tab shows a thumbnail version of each full size slide shown in the **Slides/Outline** tab. After you add other slides, you can click a thumbnail on the **Slides/Outlines** tab to make the slide appear in the **Slides/Outline** tab, or you can drag thumbnails to rearrange the slides in your presentation. You can also add or delete slides on the **Slides/Outline** tab.
- In the **Notes** pane at the bottom, you can type notes about the current slide. You can hand out your notes to your audience or refer to your notes in Presenter view when you give your presentation.
- If you want to exit PowerPoint, you can click the x in the top right corner.

Backstage View/File Tab

The File menu in Power Point 2010 is also known as Backstage view. You can set many program options and manage files (open, save, print, find info, etc.). The menu on the left provides access to the hidden features of PowerPoint available only to those who venture backstage. Commonly, Backstage View displays information about the current presentation. Backstage options are given below:

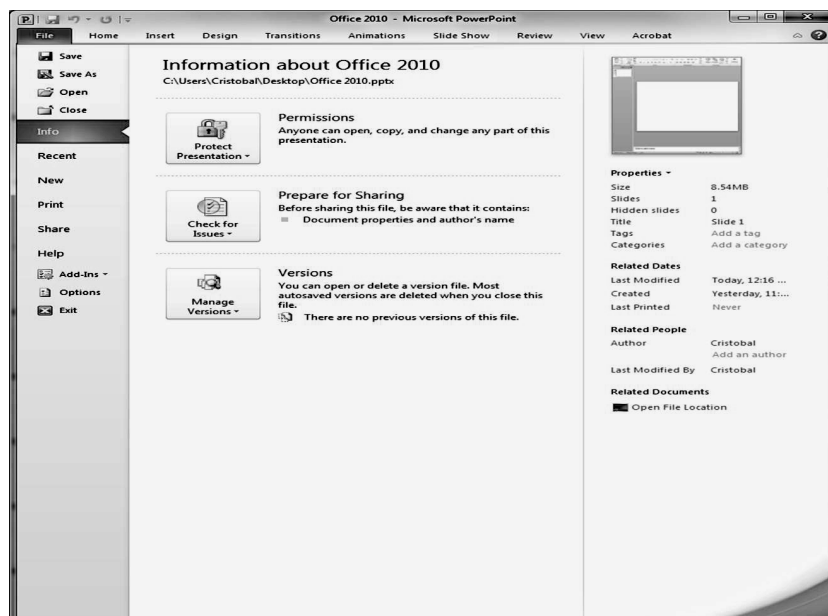


Figure 11.2: - PowerPoint 2010 Backstage View

Option	Description
Save	Save the currently opened file
Save As	Save the existing file with different name
Open	Open an Existing PowerPoint Presentation
Close	Close the currently open PowerPoint Presentation
Recent	Find the recently worked PowerPoint presentations and locations, newest at the top
New	Choose type of Presentation (default is blank) then click Create
Print	Open the Printer setup page/window, the preview appears on the right side of the screen
Options	General options for working with PowerPoint. Categories are on the left. When making changes to options, make changes slowly so you can test and be sure PowerPoint is working the way you'd like it to work.
Exit	Exit the PowerPoint Application

Table 11.1 Backstage View Options

Creating a New Presentation

Click the File tab, and then click New. In the middle pane you can choose from available themes and templates. You can do one of the following:

- Click **Blank Presentation**, and then click Create.
- To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click Create.
- To use one of the built-in templates installed with PowerPoint, click **Sample Templates**, click the template that you want, and then click Create. When you create a presentation from a template, the presentation inherits various design elements (collectively called the theme) as well as prewritten content that's stored in the template.
- Click **Themes** to display a list of sample themes installed on your computer. Creating a

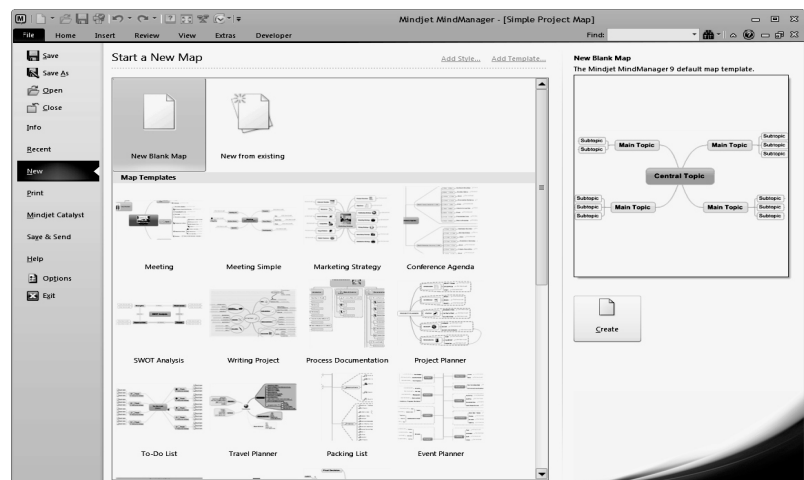


Figure 11.3: - New Presentation Options

presentation from a theme is similar to creating a presentation from a template, except that the new presentation doesn't contain any prewritten content.

- Click **My Templates** to bring up a separate dialog box that lets you locate templates to create your presentation from. Select the template that you want, and then click OK.
- Double-click **New from Existing** to create a new presentation based on an existing one. Use this option if you want to create a presentation that is similar to one that you created previously.
- To find a template on Office.com, under **Office.com Templates**, click a Template category, select the template that you want, and then Click Download to download the template from Office.com to your computer

Closing a Presentation

You don't have to close a file before exiting PowerPoint. If you exit PowerPoint without closing a file, PowerPoint automatically closes the file for you. If you have made changes since the last time you saved the file, PowerPoint offers to save the changes for you. Click Save to save the file before closing it.

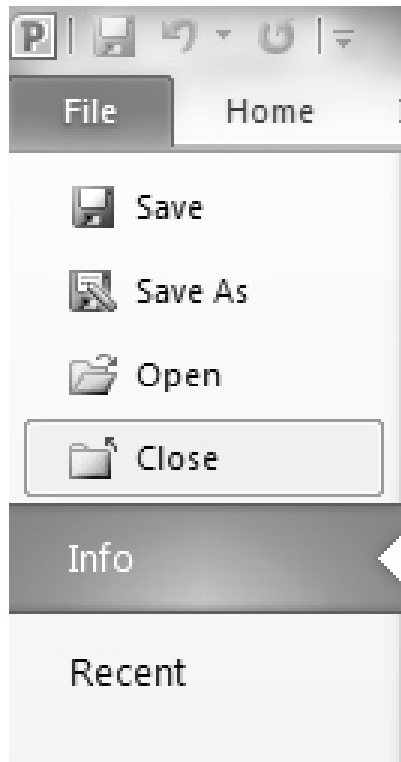


Figure 11.4: - Closing a presentation

When you close all the open PowerPoint presentations, you might discover that most of the PowerPoint commands become gray or unavailable when you open a presentation or create a new one, the commands return to life.

There are multiple ways to close a file:

- Click on the File Tab and then click/choose Close option
- You can click the Close button that appears at the top right of the PowerPoint window.
- Use the Keyboard shortcut Ctrl+W

If changes were made since you last saved, you will be prompted to save the document.

Open a Presentation

- Click the **File** tab, and then click **Open**.
- In the left pane of the Open dialog box, click the drive or

folder that contains the presentation that you want.

- In the right pane of the Open dialog box, open the folder that contains the presentation.
- Click the presentation, and then click **Open**.

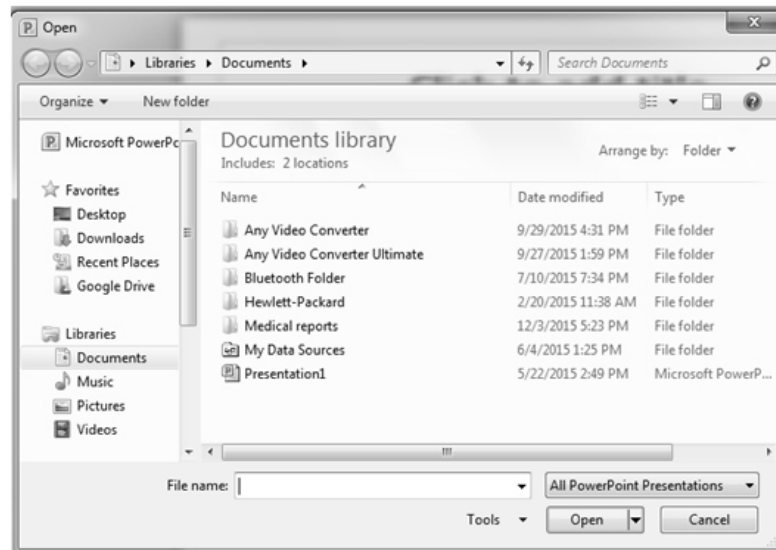



Figure 11.5: - Open Dialogue Box

USEFUL TIP

By default, PowerPoint 2010 shows only PowerPoint presentations in the Open dialog box. To view other kinds of files, click All PowerPoint Presentations, and select the type of file that you want to view.

Naming and Saving your PowerPoint

- As with any software program, it is a good idea to name and save your presentation right away and then to save your changes frequently while you work:
- Click the **File Tab** , point to **Save As**, and then do one of the following:
- For a presentation that can be opened only in PowerPoint 2010, click **PowerPoint Presentation**.
- For a presentation that can be opened in either PowerPoint 2010 or earlier versions of PowerPoint, click **PowerPoint 97-2003 Presentation**.

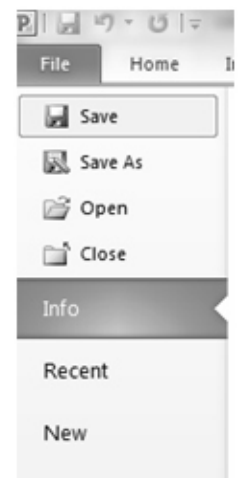


Figure 11.6: - File Save Menu

- In the **Save As** dialog box, in the **Save in** drop down menu, select the folder or other location where you want to save your presentation.

- In the **File name** box, accept the default name or type a new name for your presentation; in the **Save as type** box, select the file type (the default is .pptx); then click **Save**.

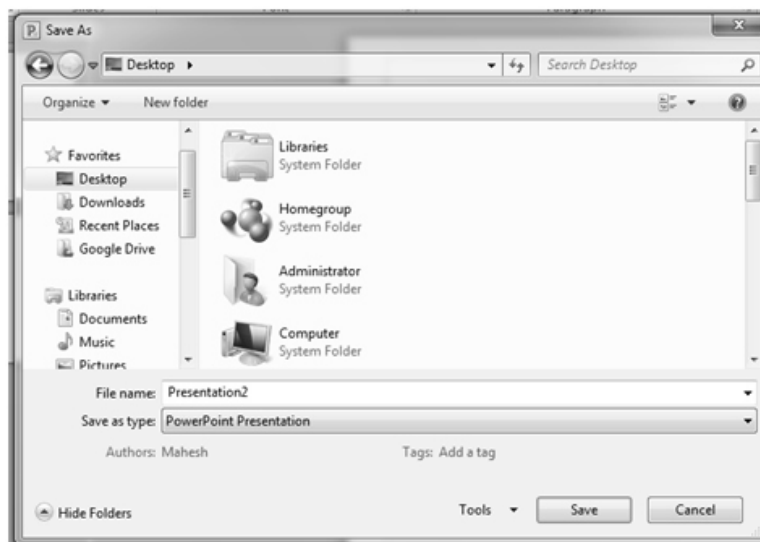



Figure 11.7: - Save as Dialogue Box

- From now on, you can press CTRL+S or click **Save**  near the top of the screen to save your presentation quickly at any time.
- PowerPoint 2010 presentations have the special extension **.pptx** added to the end of their filenames.

QUICK REVIEW

- What is the purpose of Slides/Outline Tab?
- When you close the PowerPoint application what will happen?

11.2 Creating Slides via Templates, Wizard, Blank Slide

To insert a new slide into your presentation, do the one of the following:

- Click on **Home** tab, in the **Slides** group, click the arrow below **New Slide**, and then click the slide layout that you want.
- **Duplicate Selected Slide** - Select the slide(s) you want to duplicate. Then open the Home

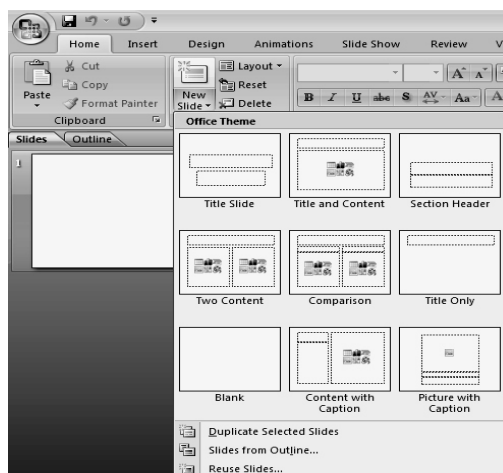


Figure: 11.8 - Options for adding new Slides

tab on the Ribbon, click the arrow at the bottom of the Add Slide button in the Slides group, and choose the Duplicate Selected Slides button. A duplicate of the slide is inserted into your presentation. Alternately you can select the slide that you want to duplicate in the Slides pane (located on the left side of the screen) and then press Ctrl+D.

- **Slides from Outline** – PowerPoint allows you to import the outline for a presentation from other applications like Word Document, Text files and/or Rich text files. It keeps the source formatting and inserts the appropriate number of slides thus enabling you to quickly prepare a presentation. This is particularly beneficial for preparing a presentation on already formatted report or outlined document.
- **Reuse Slides** – Many times user can save a lot of time by copying or re-using slides from the previously saved presentations. PowerPoint 2010 also allows users to copy slides from other presentation with the flexibility to keep/discard the source formatting.

A new slide will be inserted at the cursor position or after the current slide selected in the presentation.

Deleting a Slide

To delete a slide in a presentation you can do one of the following:

- Simply move to the slide that you want to delete and click the Delete button in the Slides group of the Home tab on the Ribbon.
- Another way to delete a slide is to click the miniature of the slide in the Slide. Preview pane (on the left side of the screen) and then press the Delete key or the Backspace key.

USEFUL TIP

If you have mistakenly deleted any slide then just press Ctrl+Z or click the Undo button to restore the slide.

QUICK REVIEW

- What are the files formats commonly accepted while importing outlines in a presentation?
- What is the quickest method to prepare a draft presentation?

11.3 Insert Menu



Figure 11.9: - Insert Tab

11.3.1 SmartArt Graphics

A SmartArt graphic is a fully customizable visual representation of your information. You can use SmartArt Feature by first inserting the SmartArt graphic that you want and then adding text to it:

- Click the placeholder that you want to add a SmartArt graphic to. If you don't select a placeholder, or if you select a placeholder that cannot contain an image, the SmartArt graphic is inserted at the center of the slide.
- On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.

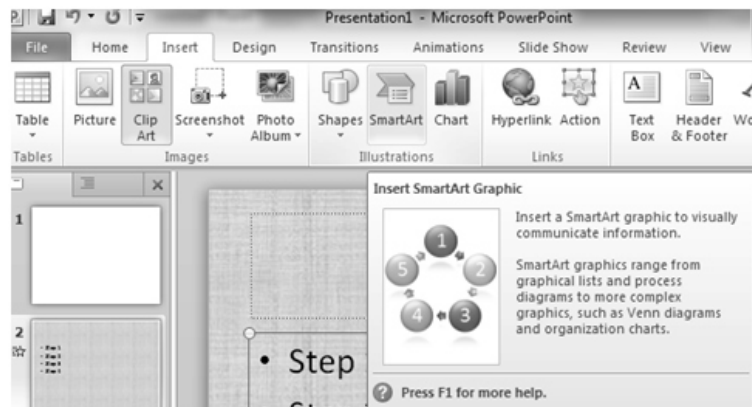


Figure 11.10: - Illustration Group



Figure 11.11: Create a SmartArt Dialogue Box

- In the **Choose a SmartArt Graphic** dialog box, in the leftmost pane, click the type of SmartArt graphic that you want.
- In the center pane, locate and click the layout that you want, and then click **OK**.

- To see a preview of any layout, click that layout. The preview appears in the rightmost pane.

USEFUL TIP

To prevent possible problems with links, it is a good idea to copy the sounds into the same folder as your presentation before you add the sounds to your presentation.

11.3.2 Sound

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.

- Click the slide to which you want to add a sound.
- On the **Insert** tab, in the **Media Clips** group, click the arrow under **Sound**.

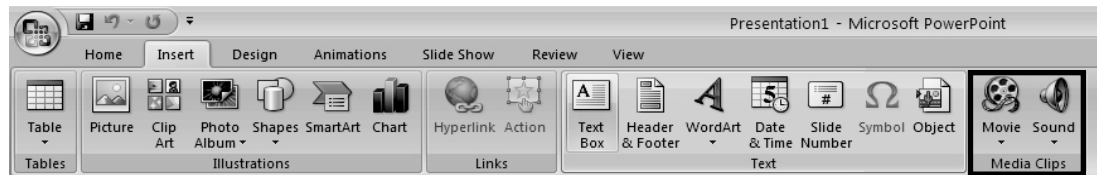


Figure 11.12: - Media Control Group

- You can choose one of the following options:
 - ❖ Click **Sound from File**, locate the folder that contains the file, and then double-click the file that you want to add **or**
 - ❖ Click **Sound from Clip Organizer**, scroll to find the clip that you want in the **Clip Art** task pane, and then click it to add it to the slide.
- You can preview a clip before adding it to your presentation. In the **Clip Art** task pane, in the **Results** box that displays the available clips, move your mouse pointer over the clip's thumbnail. Click the arrow that appears, and then click **Preview/Properties**.
- When you insert a sound, you are prompted with a message asking how you want the sound to start: automatically (**Automatically**) or when you click the sound icon (**When Clicked**).

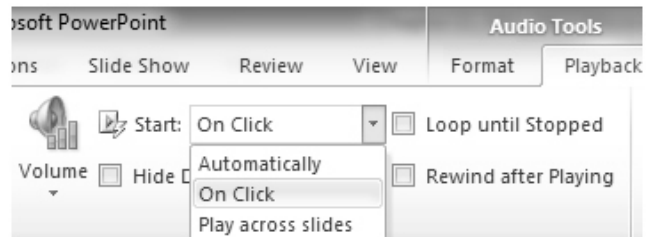


Figure 11.13: - Setting Sound Options

- To automatically start the sound when you show the slide, click **Automatically**. The sound plays automatically when you show the slide unless there are other media effects on the slide. If there are other effects, such as an animation, the sound plays after that effect.
- To manually start the sound when you click it on the slide, click **When Clicked**.
- Multiple sounds are added on top of each other and play in the order in which they were added. If you want each sound to start when you click it, drag the sound icons off of each other after you insert them.
- You can play a sound **continuously during just one slide** or **across many slides**.
 - ❖ **To play a sound continuously for one slide** Click the sound icon.
 - ❖ Under **Sound Tools**, on the **Options** tab, in the **Sound Options** group, select the **Loop Until Stopped** check box.

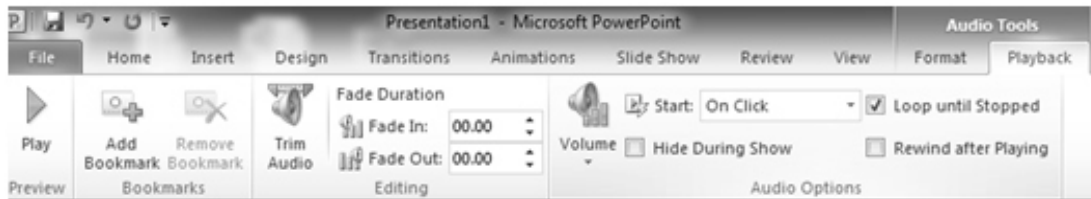


Figure 11.14: - Playback Option

- When you loop a sound, it plays continuously until you advance to the next slide.

11.3.3 Hyperlinks

You can use hyperlinks to move from one slide to another, to a network or Internet location, or even to another file or program altogether.

- Select the text that you want to click to activate the hyperlink. Alternatively, you can select an object (a piece of clip art, for example, or a SmartArt graphic).
- On the **Insert** tab, in the **Links** group, click **Hyperlink**.
- In the **Insert Hyperlink** dialog box, click the appropriate button in the **My Places** box for the target of your link (that is, the place where the link takes you).
- To go to another slide in your presentation, for example, click **Place in This Document**.
- Find and click the target location, make any changes that you want in the **Text to display** and **Address** boxes, and then click **OK**.

QUICK REVIEW

- What are the 02 different methods to add SmartArt in a slide?
- What is difference between inserting a hyperlink and bookmark?

11.4 Design Menu

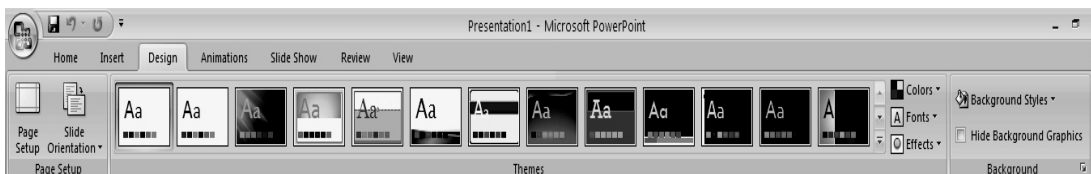


Figure 11.15: - Design Tab

Design Tab contains mainly the following command groups:-

Page Setup: Under this group users may switch the page orientation and set various parameters

related to page setup as shown below:-

Themes: Under this group users may setup color scheme, font types and various effects for all the slides. A variety of built in themes are available for readily used in the presentation and user may modify and update the themes according to their choice or requirement.

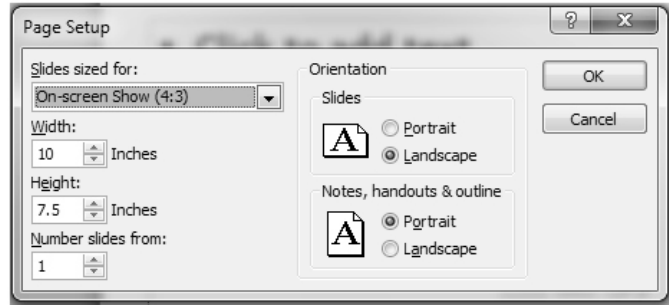


Figure 11.16: - Page Setup Options

Background: Using these options user may set the background colors of a slide.

11.4.1 Themes

PowerPoint 2010 provides a wide variety of design themes that make it easy to change the overall look of your presentation. A theme is a set of design elements that provides a specific, unified



Figure 11.17: - Using Themes

appearance for all of your presentation by using particular combinations of colors, fonts and effects. PowerPoint 2010 automatically applies the Office theme to presentations that are created by using the Blank Presentation template, but you can change the look of your presentation at any

time by applying a different theme.

- On the **Design** tab, in the **Themes** group, click the slide theme that you want to apply.
- To preview how the current slide looks with a particular theme applied, rest your pointer on the thumbnail of that theme.
- To see thumbnails of additional themes, click the arrows next to the row of thumbnails.



Figure 11.18: - Themes Gallery

- Unless you specify otherwise, PowerPoint 2010 applies themes to the entire presentation. To change the appearance of only selected slides, on the **Slides** tab, press and hold CTRL while you click each slide that you want to change. When all of the slides are selected, right-click the theme that you want to apply to them, and then click **Apply to Selected Slides** on the shortcut menu.

QUICK REVIEW

- What are different components in standard themes?
- What is the purpose of Page Setup Group?

11.5 Changing Background of a Presentation

A background style is a combination of a background color chosen from a theme color scheme and a background fill effect. You can insert a picture, including clip art, behind your entire slide. You can also insert a color behind your slide as a background. By adding a picture as a background to one or all of your slides, you can make your PowerPoint presentation unique.

The color scheme always includes four colors that can be used for the background — two light colors and two dark colors. In addition, you can choose from three background fill effects. These three fills are Subtle, Moderate, and Intense.

11.5.1 Use a Picture as a Slide Background

- Click the slide that you want to add a background picture to. (To select multiple slides, click a slide, and then press and hold CTRL while you click the other slides.)
- On the **Design** tab, in the **Background** group, click **Background Styles**, and then click **Format Background**.
- Click **Fill**, and then click **Picture or texture fill**.

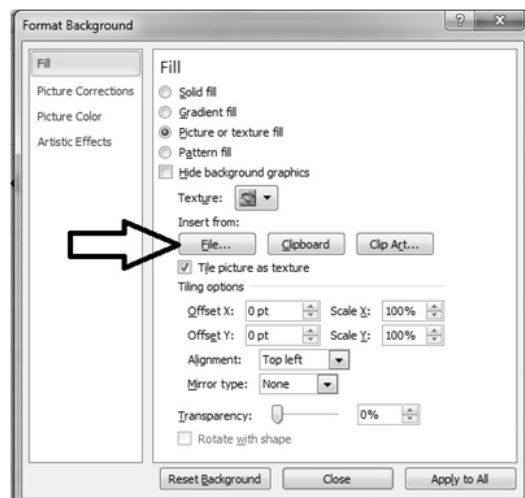


Figure 11.19: - Format Background Dialogue Box

You can choose one of the following options:

- To insert a picture from a file, click **File**, and then locate and double-click the picture that you want to insert.
- To paste a picture that you copied, click **Clipboard**.
- To use clip art as a background picture, click **Clip Art**, and then in the **Search text** box, type a word or phrase that describes the clip that you want, or type all or part of the file name of the clip.


USEFUL TIP

To adjust a picture's relative lightness or transparency — or the difference between its darkest and lightest areas (contrast), in the **Format Background** dialog box, at the bottom of the **Fill** pane, slide the **Transparency** bar to the left or right.

You can choose one of the following options:

- To use the picture as a background for the slides that you selected, click **Close**.
- To use the picture as a background for all of the slides in your presentation, click **Apply to All**.

11.5.2 Use a Color as a Slide Background

- Click the slide that you want to add a background color to. (To select multiple slides, click a slide, and then press and hold CTRL while you click the other slides.)
- On the **Design** tab, in the **Background** group, click **Background Styles**, and then click **Format Background**.
- Click **Fill**, and then click **Solid Fill**.
- Click **Color** , and then click the color that you want. To change to a color that is not in the theme colors, click **More Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. Custom colors and colors on the **Standard** tab are not updated if you later change the document theme.
- To change the background transparency, move the Transparency slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).

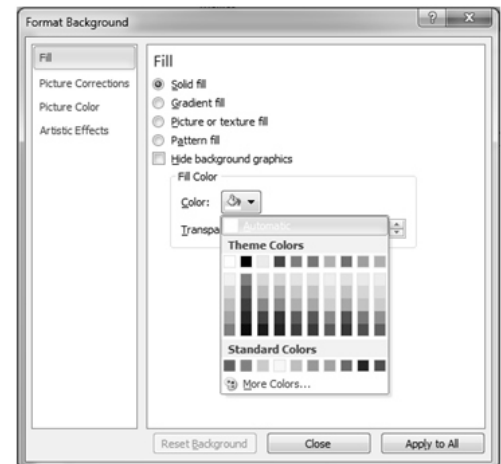


Figure 11.20: - Using Solid Fill



Figure 11.21: - Using Transparency Slider

You can choose one of the following options:

- To apply the color to the slides that you selected, click **Close**.

- To apply the color to all of the slides in your presentation, click **Apply to All**

To apply one of the theme's background styles to your presentation, use the Background Styles control in the Background group on the Design tab.

11.5.3 Using a Gradient Fill as a Slide Background

You may have noticed that the slide background used in many PowerPoint templates is not a solid color. Instead, the color is gradually shaded from top to bottom. This type of shading — gradient fill — creates an interesting visual effect. You can create your own custom gradient fill by following these steps:

- Choose the slide that you want to shade. This step isn't necessary if you want to apply the shading to all slides in the presentation.
- Click the Background Styles button in the Background group of the Design tab on the Ribbon. The Background Styles gallery appears.
- Click Format Background.
- Select the Fill option on the left if it isn't already selected.
- Select the Gradient Fill radio button if it isn't already selected.
- Set the gradient fill options the way you want them.
- Click OK.

USEFUL TIP

You have to play with the controls until you get a feel for how they work. Start by selecting the present colors, which let you choose one of several predefined fill patterns. Then play with the controls until you get the fill to look the way you want. You can choose the colors to use for the fill, the transparency level, the direction, and several variants for each option.

11.5.4 Using other Background Effect as a Slide Background

You can also use the Format Background dialog box to create several other interesting types of backgrounds. For example you can use one of several predefined patterns supplied with PowerPoint.

To use a texture, click the Picture or Texture Fill radio button. Then click the Texture button to reveal the Texture gallery.

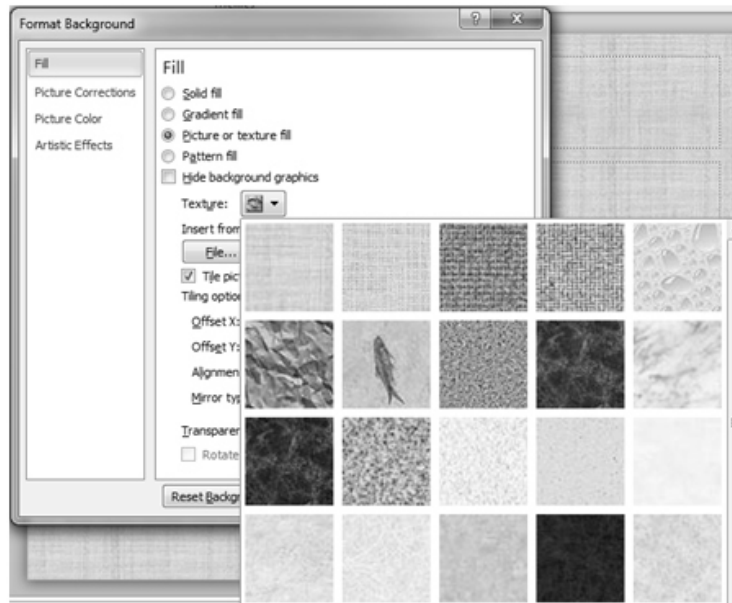


Figure 11.22: - Applying Texture

The remaining controls on this dialog box let you further tweak the appearance of the picture or text you select.

QUICK REVIEW

- Name the different options using which a slide background can be changed?
- What is the difference between texture fill and pattern fills options?
- What is the use of transparency slider option in Format Background Dialogue Box?

11.6 Transition Tab

Slide transitions are animation-like effects that occur when you move from one slide to another during slide show. PowerPoint 2010 provides many types of slide transitions, including standard fades, dissolves, cuts, and wipes, as well as more unusual transitions such as Ferris wheels and checkerboards.



Figure 11.23: - Transition Tab

On the **Transition** tab, in the **Transition to This Slide** group, click the transition that you want.

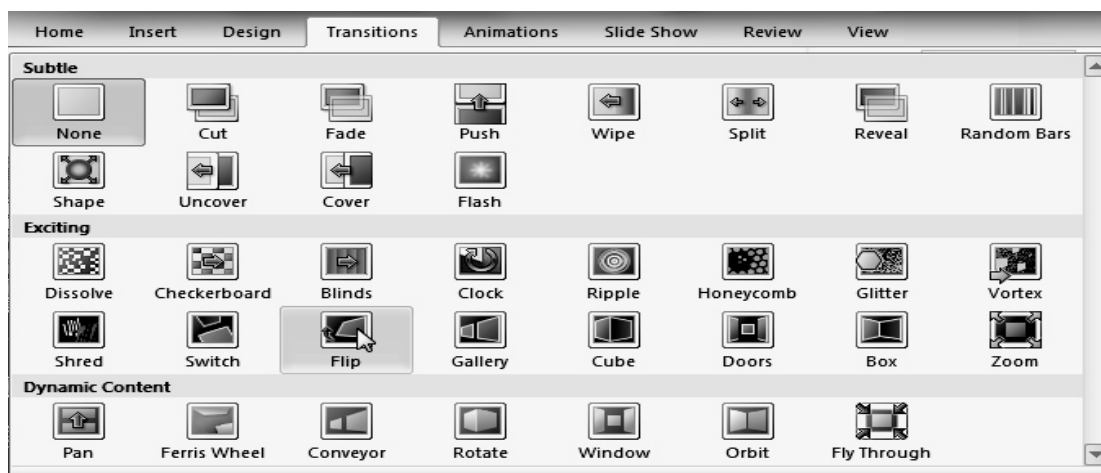


Figure11.24: - Transition Effects

To preview how the current slide looks with a particular transition applied, Click on the thumbnail of that transition.

To see thumbnails of additional transitions, click the arrows next to the row of thumbnails.



Figure11.25: - Transition Gallery

You can choose other options in the **Transition to This Slide** group to control the transition speed, to add a sound, and to apply the same transition to all of the slides in the presentation.

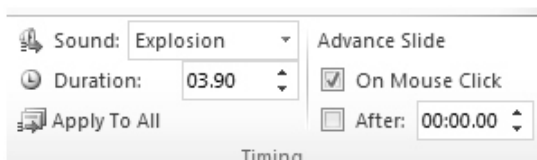


Figure11.26: - Timing Control Group

QUICK REVIEW

- What is the purpose of slide transition and how is it beneficial for users?
- What are the uses of effect options in Transition Tab

11.7 Animation Tab

Animation is a great way to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

PowerPoint offers a variety of **animations** you can use to enhance your presentation. You can animate the text, tables, graphics and other objects in your Microsoft PowerPoint 2010

presentation to give them visual effects, including entrances, exits, changes in size or color, and on movement.



Figure 11.27: - Animation Tab

The Animations tab consists of four groups of controls, as described in the following list:

- **Preview:** This group has a single option — a Preview button —when all animations are applied you can preview the current slide by clicking on the Preview command.
- **Animation:** This group lets you select one of several predefined animations for the selected object. To see all of the animation options click on the Up Row, Down Row and More arrows to the right of the Animation group. The **Effect Options** command provides additional animation options for each animation command in the Animation group.
- **Advanced Animation:** The controls in this group let you create custom animations with features the basic animations provided via the Animation group. The **Animation Pane** enables you to modify each animation similar to the Timing group and play the animations applied to the slide. The **Add Animation** command provides a visual of all of the animation options to animate text and graphics same as the commands in the Animation group.
- **Timing:** This group lets you set the timing of the animation. It allows you to modify the sequence and timing of the animations selected. You can decide if an animation should appear when the mouse is clicked or after a specified time.

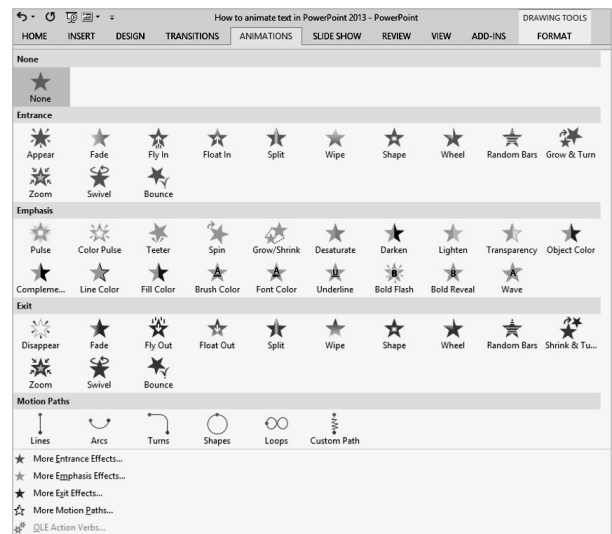


Figure 11.28: - Animation Effects

Slide animations create animated effects to text and graphics during a slide show. The Effect Options button is available when your animation is selected, then that particular animation has some additional effect settings that can be configured. You can access the Effect Option by right-clicking on the animation in the Animation Pane, or by selecting Effect Options on the ribbon.

There are four different kinds of animation effects in PowerPoint 2010:

- **Entrance** effects: This is how an object enters the slide. If you don't specify an entrance effect, the object starts in whatever position that you placed it on the slide.
- **Exit** effects: This is how an object leaves the slide. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide. There are approximately 52 different effects.
- **Emphasis** effects: Using this you can draw attention to an object that's already on the slide. Examples of these effects include making an object shrink or grow in size, change color, or spin on its center.
- **Motion Paths**: You can use these effects to make an object move up or down, left or right, or in a star or circular pattern (among other effects). It lets you create a track along which the object travels when animated.

You can use any animation by itself or combine multiple effects together. To apply an animation effect, first select the text box that you want to animate. Then, choose the animation style from the Animation gallery on the Animations tab.

To add animation to text or an object, do the following:

- Select the text or object that you want to animate
- On the **Animations** tab, in the **Animation** group, click an animation effect from the gallery.
- To alter how your selected text animates, click **Effect Options** and then click what you want the animation to do.
- To specify the timing of the effects, on the **Animations** tab, use the commands in the **Timing** group.

Using the Animation Pane

You can view a list of the animations applied to a slide by opening the Animation Pane. The Animation task pane appears to the right of the slide and displays important information about the animations, such as the type of effect, the order of multiple effects in relation to one another, the name of the object affected, and the duration of the effect.



Figure 11.29: Animation Pane

To display the Animation task pane, on the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane**.

- In the task pane, numbers indicate the order in which the animation effects play.
- Timelines represent the duration of the effects.
- Icons represent the type of animation effect.

You can change when your animation starts to play. By default it is On Click. To change it, select the effect in the Animation Pane and then choose one of the options from the Start dropdown list. With Previous starts at the same time as the previous animation and After Previous starts after the last animation.

USEFUL TIP

If the motion path begins off the slide and ends somewhere on the slide, the motion path effect are similar to an entrance effect. If the path begins on the slide but ends off the slide, the motion path effect is like an exit effect. And if the path begins and ends on the slide, it is similar to an emphasis effect. In that case, when the animation starts, the object appears, travels along its path, and then zips off the slide.

QUICK REVIEW

- How many types of animation effect available in PowerPoint 2010?
- What is the use on animation pane?

11.8 Building a Presentation

You can use following tips for creating effective presentations:

Tip	Objective
Minimize the slide count	To maintain a clear message and to keep your audience attentive and interested, keep the number of slides to a minimum.
Choose an appropriate font size	The audience must be able to read your slides from a distance. Generally speaking, a font size smaller than 30 might be too difficult for the audience to see.
Keep text simple	Use bullets or short sentences, and try to keep each to one line; that is, without text wrapping.
Use graphics to express your message	Pictures, charts, graphs, and SmartArt graphics provide visual cues for your audience to remember. Add meaningful art to complement the text and messaging on your slides.
Make appropriate labels for charts and graphs	Use only enough text to make label elements in a chart or graph comprehensible.
Apply consistent backgrounds	Choose an appealing, consistent template or theme that is not too eye - catching.
Check the spelling and grammar	Always check the spelling and grammar in your presentation.

Table 11.2 Tips for creating effective presentation

Printing Hand-outs and Speaker's Notes

You can print your presentation either as speaker's notes or as handouts:

- Speaker's notes show one slide at the top of each printed page, along with the content of the **Notes** pane for that slide at the bottom of the page. Such handouts can be used by the speaker as a script or outline during the presentation. They can also be distributed to the audience, so that each member has more complete information from the presentation.
- Handouts show one, two, three, four, six, or nine slides per printed page and are intended for cases in which it isn't desirable to include the **Notes** pane contents in the distribution to the audience.

QUICK REVIEW

- What are the steps to print Speakers Notes in a presentation?

11.9 Slide Show

PowerPoint has various options for setting up and playing a slide show. Slide Show tab is helpful in setting up and starting a slide show in presentation mode. Using it you can view/show either the entire presentation or just a part of the presentation. It also helps you in planning, rehearsing and automating an effective presentation to the viewers. The popular commands under various groups are as follows:

Start Slide Show Group: Most of the options under this group are helpful in starting and configuring the slide show view. Following options are available under this group:

- **From Beginning:** To start the slide show from the first slide of the presentation.
- **From Current Slide:** To start the slide show from the active slide.
- **Broadcast Slide Show:** Broadcast the slide show to remote viewers who can watch in a web browser
- **Custom Slide Show:** A custom slide show displays only the slides you select

Set up Group: It provides options for setting up your slide show for different purposes, such as a presentation by a speaker, browsing by an individual, or automatically run at a kiosk.

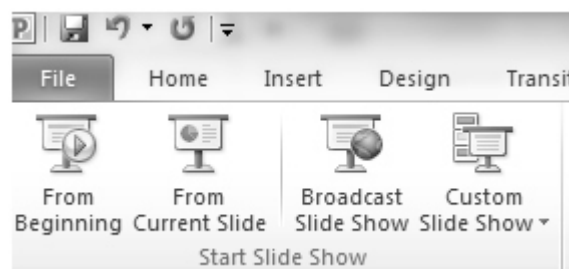


Figure 11.30: - Start Slide Show Control Group

Set up Slide Show: Setup advance options for the Slide Show

Hide Slide: Hide the selected/current slide from presentation



Figure 11.31: Set Up Control Group

Rehearse Timing: Start a Full Screen Slide Show in which you can rehearse your presentation

Record Slide Show: Record audio narrations, laser pointer gestures, or slide and animation timing for playback during slide show

MonitorsGroup: This group provides options for how users want the show to appear on the monitor, including the resolution to be used, which screen the presentation should be displayed on if using two monitors and the option to show the presentation in presenter view if using the two monitors option in extended display mode.

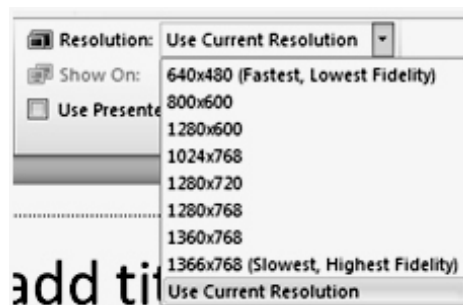


Figure 11.32: - Setting Screen Resolution



Figure 11.33: - Monitor Group

QUICK REVIEW

- Can you exit from a slide show in middle of it? How?
- What is the benefit of using “Rehearse Timing” Option under setup control group?

Multiple Choice Questions

1. Which file format can be added to a PowerPoint show?
 - a. .jpg
 - b. .gif
 - c. .wav
 - d. All of the above
2. PowerPoint presentations are widely used as
 - a. note outlines for teachers
 - b. project presentations by students
 - c. communication of planning
 - d. All of above
3. The effect applied to display when slides changes in a slide show is
 - a. Slide Animation
 - b. Custom Animation
 - c. Custom Transition
 - d. Slide Transition
4. To start slide show of a presentation
 - a. Hit F5 key
 - b. From Slide Show menu choose View Show option
 - c. From Slide Show menu choose Rehearse timing
 - d. both a & b
5. What is a motion path?
 - a. A type of animation entrance effect
 - b. A method of advancing slides
 - c. A method of moving items on a slide
 - d. All of the above
6. A new presentation can be created from
 - a. Blank Presentation
 - b. From Existing Presentation
 - c. From Design Template
 - d. All of above
7. Which of the following should you use if you want all the slide in the presentation to have the same “look”?
 - a. the slide layout option
 - b. add a slide option
 - c. outline view
 - d. a presentation design template
8. You can create a new presentation by completing all of the following except
 - a. Clicking the new button on the standard toolbar
 - b. Clicking file, new
 - c. Clicking file open
 - d. Pressing ctrl + N

9. From which tab you can insert Picture, Text Box, and Chart etc.?
- a. File
 - b. Edit
 - c. Insert
 - d. View
10. What happens if you edit an image inserted in PowerPoint?
- a. The Source file that was inserted is not changed
 - b. The Source file that was inserted is changed
 - c. The Source file is changed when you save presentation
 - d. None of above